

HSW Internal Audit - Level 1 Audit Procedure

Identify

Develop annual audit schedule to achieve the HSW Plan goal.

Identify a topic relevant to the local work area from:

- Local risk registers (and top risks)
- Incident reports
- Inspections
- UQ risk focus areas
- Specific risk assessments within UQ Safe
- Specific SOPs within your work area
- Other triggers

Plan

Define audit objective/s.

Define the scope of the audit (including exclusions).

Identify the audit team (optional)

- Technical specialist/s
- Peer/s within the safety network

Identify the stakeholders, including:

- Facility/support personnel
- Health and Safety Representatives

Develop a communication plan.

Define the audit criteria using UQ procedures, legislative requirements, Australian Standards, etc.

Develop the audit tool.

Define the audit method/s

- Paper
- Interview (face-to-face, zoom, etc)
- Inspections

Plan the audit timetable (timing, travel, availability of key personnel, etc)

Do

Complete the audit as per the audit plan.

Analyse

Analyse the findings by comparing them to the audit criteria.

Rate the findings as Compliant/Conformant (C), Partial – Compliance/Conformance (PC), Non-Compliance/Conformance (NC), Not Applicable (NA), Not Verifiable (NV) or Opportunity for Improvement.

Report

Document the audit using the Level 1 Audit Template.

Communicate audit findings as per the communication plan.

Communicate findings at the area safety meeting including notes in the minutes.

Add action items to the safety committee meeting action listing.

Follow up

Follow up action status at each safety meeting.

